To: Local Educational Agencies Date:  November 1, 2018

From: Elizabeth Seitz, NSLP Program Coordinator Bulletin: 2019-3

***LEAs are required, by regulation, to keep Bulletins, Instructions, and USDA Policy Memorandums for reference and to apply immediately the appropriate instruction to agency programs. Call Child Nutrition Programs if you need further clarification.***

###### USDA Policy, Information & Implementation Memos

* SP01-2019- Guidance for FY 2019 - Updated Child and Adult Care Food Program Meal Patterns and Updated National School Lunch Program and School Breakfast Program Infant and Preschool Meal Patterns
* SP19-2018- Clarification on the Milk and Water Requirements in the School Meal Programs
* FM-03-2018- Changes to the Micro-Purchase and Simplified Acquisitions Threshold
* [SP09-2006](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2006os.pdf)- School Meal Initiative (SMI) Frequently Asked Questions Resource

###### Additional Topics

* CNP-Web and Primero Edge User Authorizations
* Training Materials and Resources
* Smart Snack Waiver

###### Resources

* A Guide to Smart Snacks in Schools
* National School Lunch Program Order Form
* ***Updated*** Food Buying Guide
* Listserv
* Help Desk information for Primero Edge
* Nutrition Facts Sheets for Fruits, Vegetables, and Seafood

###### Grant Opportunities

* School Grants for Healthy Kids

###### USDA Policy, Information & Implementation Memos

* **SP01-2019- Guidance for FY 2019** **- Updated Child and Adult Care Food Program Meal Patterns and Updated National School Lunch Program and School Breakfast Program Infant and Preschool Meal Patterns** Food and Nutrition Services (FNS) recognized the implementation of the updated meal pattern requirements presented challenges for many Child Nutrition Program (CNP) operators. As a result, FNS offered technical assistance and a transition period for the first year of implementation, effective October 1, 2017 through September 30, 2018, to allow State agencies and CNP operators to adjust to the updated meal pattern requirements. As this transition period comes to an end, FNS applauds the efforts of CNP operators to achieve and maintain compliance with the updated meal pattern requirements.
* **SP19-2018- Clarification on the Milk and Water Requirements in the School Meal Programs** This memorandum was released in the October Bulletin.
* **FM03-2018- Changes to Micro-Purchase and Simplified Acquisitions Thresholds**

This policy memo was released in the October Bulletin.

* [SP09-2006](https://fns-prod.azureedge.net/sites/default/files/cn/SP09-2006os.pdf)- **School Meal Initiative (SMI) Frequently Asked Questions Resource** We are bringing back a very old USDA policy memorandum that went over the old menu analysis called School Meal Initiative (SMI). Even though USDA did away with the SMI, USDA did not do away with the requirements needed to conduct a menu analysis. In the past two years, the biggest findings we are seeing during Administrative Reviews are missing or incomplete production records. This is very concerning as this information is still a requirement to serving and claiming reimbursable meals. Without complete production records we can’t determine if reimbursable meals are being served and whether any federal funds must be returned. Please read through this Q & A and the SMI resource handbook for the Food Production Records requirements which can be found on page 20.

We would like everyone to be fully aware of these requirements as we proceed into our next Administrative Reviews for 2018-2019. *If we continue to find missing or incomplete production records we will have no choice but to disallow all meals for each day with missing or incomplete production records during the review period.*

###### Additional Topics

* **CNP-Web and Primero Edge User Authorizations** Child Nutrition Programs (CNP) assign a user name and password to nutrition and education staff when a User Authorization form is completed and submitted to CNP when access is needed for the claiming system (CNP-Web and Primero Edge), as part of the staff’s job duties. These forms state:

*“I will not share my user name and password in order to maintain the integrity of the data. If another user uses the CNP Web or Primero Edge under my user name and password and provides false information, I understand that I will be responsible for the information supplied to CNP.*

*I will notify the CNP immediately if my user name and password have been compromised. CNP will give me a new user name and password.*

*If I no longer need access to the CNP Web, I understand that it is my responsibility to submit a form to end access.”*

CNP staff have been noticing quite a number of user names and education staff that are sharing there user names and passwords which is **NOT ALLOWED**. When this occurs CNP staff will immediately turn off that user name’s access and that staff will be required to obtain a new user name and password. If this behavior continues we may be forced to deny access to the CNP-Web and Primero Edge for those staff members. Please be sure you are not sharing your user names to other staff, if a new member needs access they must submit a User Authorization form located on our web page:

[CNP-Web Access](https://education.alaska.gov/cnp/nslp3)

[Primero Edge Access](https://education.alaska.gov/cnp/primero)

If you have any questions regarding this requirement you may contact me at [Elizabeth.seitz@alaska.gov](mailto:Elizabeth.seitz@alaska.gov) or 907.465.8709 or [Debbie.soto@alaska.gov](mailto:Debbie.soto@alaska.gov) or 907.465-8712.

* **Training Materials and Resources** We have a resources web page where you can find a lot of program related information. Just go to [Child Nutrition Resources](https://education.alaska.gov/cnp/resources).

Our State Child Nutrition Programs webpage is also a great resource for all kinds of useful information. That link is: [Child Nutrition Programs](https://education.alaska.gov/tls/cnp/)

* **Smart Snack Waiver** This notice serves as a reminder that the waiver request process is an **annual** requirement; a new request form and all supporting documentation—including an Implementation Assessment of your Wellness Policy—must be submitted for approval each year.

To find out more information on Smart Snacks including the waiver form and Competitive Foods you can check out our web page at: [Competitive Foods (Smart Snacks)](https://education.alaska.gov/tls/cnp/competfoods.html)

###### Resources

* **A Guide to Smart Snacks in Schools** This Guide to Smart Snacks in Schools, was updated for School Year 2018–2019. It is a helpful resource for anyone managing school vending machines, fundraisers, or snack bars to better understand the Smart Snacks standards. If you are interested in getting printed copies of this guide you may go to the following link:

[A Guide to Smart Snacks in Schools](https://www.fns.usda.gov/tn/guide-smart-snacks-schools) and submit a request with USDA.

* **National School Lunch Program (NSLP) Order Form** The Alaska Child Nutrition Programs has developed many great program resources that are free for any local education agency (LEA) on the NSLP programs. We have created an order form to make it easier for you to obtain the materials we offer. To access the order form you can find it at: [NSLP Bulletins and Memos](https://education.alaska.gov/cnp/nslp9) under the April Bulletin.
* ***Updated* Food Buying Guide** USDA has finally released the updated Food Buying Guide to help nutrition staff with understanding when purchasing foods about how much is in a #10 can of peaches or the number of portions you get from 20 pounds of ground beef. You can download the [Food Buying Guide](https://foodbuyingguide.fns.usda.gov/Appendix/DownLoadFBG).
* **Listserv**- Did You Know? Alaska Child Nutrition Programs has a listserv. The purpose of the listserv is to provide information and updates on the USDA Child Nutrition Programs, including the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program.

To receive all of the hottest news and updates from Alaska Child Nutrition Programs, Subscribe to ak\_child\_nutrition\_programs by filling out the form found here: [Alaska Child Nutrition Programs ListServ](http://list.state.ak.us/mailman/listinfo/ak_child_nutrition_programs).

You will receive a confirmation link via email which you should click to complete your subscription.

* **Help Desk information for Primero Edge** Terri Brown with Primero Edge is a great person to contact when you are having issues with the system during the weekdays. Her contact information is Terri Brown [Terri.Brown@primeroedge.com](mailto:Terri.Brown@primeroedge.com) or you can call the customer care line at **866-442-6030** or email: [customercare@primeroedge.com](mailto:customercare@primeroedge.com).
* **Nutrition Facts Sheet for Fruits, Vegetables, and Seafood** Here are some helpful [Nutrition Information Sheets](https://www.fda.gov/Food/ucm063367.htm) for commonly purchased foods. You can print them out and hang them up or use them as resources for menu planning.

###### Grant Opportunities

* **School Grants for Healthy Kids** $2500 grants for NSLP schools to purchase fresh (preferably local) fruits and vegetables. See website for more information and application: [Chef Ann Foundation Project Produce](http://www.chefannfoundation.org/programs-and-grants/project-produce/).

**Calendar of Upcoming Events**

**DATE: EVENT:**

**November 15th Verification of Household Application Process must be complete**

**November 30th Free and Reduced Price Meals Eligibility Report-** Based off of October claim data begins

**Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.  
  
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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found online at: [How to File a Complaint](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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